

“Use Unit Letterhead”

(Required with Treasurers Report)

Example Memorandum for Treasurer Report

SD – XXX XXXX

(DATE)

MEMORANDUM FOR (Enter Unit Designation) FRG Checking Account Report

SUBJECT: Annual or Quarterly Treasurer’s Report

1. This reporting period covers the following dates: (Enter date) to (Enter date).
From Date To Date
2. The current balance for this reporting period is (Enter balance).
3. EIN is (Enter Number).
4. (Enter Volunteer Name) and (Enter Volunteer Name) are the two signers on our checking account.
5. Documents that must accompany this report are:
 1. Copies of all bank statements since the last report
 2. Checkbook register showing all transactions since the last report
6. Reports are required from units that have no checking account or no funds in their checking account as well – can just email your Family Readiness Support Assistant to indicate/verify this status.
7. Reports are due annually for Non deployed units by January 15th of the following year in which the report is actually for (for example, the report for 2013 is due Jan 15th of 2014). For deployed units, quarterly by the 15th of Mar, Jun, Sep, and Dec.
8. Your point of contact for this report is (Enter Unit Treasurer’s Name and Phone Number).

Unit Commander Signature
Signature

FRG Treasurer Signature
Signature Block

DISTRIBUTION (Give a copy of report to):

Unit Commander

Your Unit’s Family Readiness Support Assistant (FRSA)

Unit Family Readiness Group Lead Volunteer